

LANCASTER COUNTY EMERGENCY MANAGEMENT DIRECTOR

NATURE OF WORK

This is responsible administrative, technical and complex public contact work planning, implementing and coordinating various phases of disaster preparedness and emergency management as may be needed by the City and County.

Work involves responsibility for planning, implementing and coordinating a comprehensive program which includes all phases of disaster preparedness as outlined in federal and state legislation and regulations. Work also includes establishing and coordinating procedures with other governmental agencies, business firms and volunteer workers plus organizing citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations. Work is performed under the general supervision of the County Board of Commissioners with work reviewed in the form of conferences, reports and adherence to federal and state guidelines. Supervision is exercised over subordinate and volunteer staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Supervise the research, analysis and planning phases of a disaster preparedness and emergency management program; review operating procedures and coordinate these procedures with other governmental agencies, business firms and volunteer groups; plan and direct disaster preparedness drills; organize citizen groups and technical advisory committees for assistance in disaster preparedness and emergency management planning and operations.

Supervise the planning, installation, testing, operation and maintenance phases of integrated, county-wide warning systems; develop standard operating procedures for county warning systems; supervise a continuing public education program related to the use of county warning systems.

Recruit and supervise radiological detection teams; provide technical advice on handling radioactive materials; recruit, train, assign and supervise the work activities of various volunteer groups.

Under emergency conditions, coordinate the use of City, County, State, Federal and private resources as may be available and needed to manage the situation.

Prepare speeches, newspaper, television and radio releases; address civic, business and other interested organizations on matters relating to disaster preparedness and emergency management; prepare and disseminate booklets, bulletins and lesson plans involving mitigation preparedness, response and recovery from any and all natural and manmade disasters.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and procedures of disaster preparedness planning and operations according to federal and state regulations.

Considerable knowledge of electronic communications systems, community health and safety services and related emergency service resources.

Considerable knowledge of radiological warfare, defense measures and equipment.

Considerable knowledge of disaster preparedness legislation and regulations related to emergency management.

Knowledge of the techniques of mass communication.

Ability to plan, organize, implement and supervise complex research projects and operational policies.

Ability to plan, assign and supervise the work of subordinate and volunteer personnel.

Ability to communicate effectively both orally and in writing.

Ability to coordinate multiple services and functions during high stress situations.

Ability to establish and maintain effective working relationships with the general public, other governmental agencies and co-workers.

Skill in the use of radiological detection instruments.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in business administration, education or related field plus progressively responsible experience in the area of planning, implementing and coordinating activities in an administrative capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business administration, education or related field plus some experience in the area of planning, implementing and coordinating activities in an administrative capacity or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Approved by: _____
Personnel Director

Revised 2/01

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